



**HAROKOPIO UNIVERSITY OF ATHENS**  
**SCHOOL OF ENVIRONMENT, GEOGRAPHY AND APPLIED ECONOMICS**  
**DEPARTMENT OF ECONOMICS AND SUSTAINABLE DEVELOPMENT**

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**INTERNAL REGULATION**  
**OF THE INTERNATIONAL, INTERINSTITUTIONAL AND INTERDEPARTMENTAL**  
**POSTGRADUATE PROGRAMME OF STUDIES (I.I.I.P.P.S.) "SUSTAINABLE**  
**TOURISM DEVELOPMENT: HERITAGE, ENVIRONMENT, SOCIETY"**

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### **Scope – Aim – Objective**

The Departments of "Economics and Sustainable Development" and "Geography" of the School of Environment, Geography and Applied Economics, the Department of "Informatics and Telematics" of the School of Digital Technology of Harokopio University of Athens, the Department of "Business Administration" of the School of Business of the University of the Aegean and IREST (Institut de Recherche et d' Etudes Supérieures du Tourisme) of Université Paris 1 Panthéon-Sorbonne (hereinafter Paris 1), operate since 2018-2019 an International, Interinstitutional and Interdepartmental Postgraduate Programme of Studies (I.I.I.P.P.S.) in English language entitled "Sustainable Tourism Development: Heritage, Environment, Society" according to the provisions of Law 4957/2022 (A'141) as applicable.

The scope of the I.I.I.P.P.S. «Sustainable Tourism Development: Heritage, Environment, Society» is the provision of specialized studies to graduates of Greek and Foreign Higher Education Institutions and Technological Educational Institutes in the scientific field of Sustainable Tourism Development.

The aim of the Programme is to provide high-level specialization for professions related to Tourism Discipline and Promotion of Heritage.

The specific objectives of the Programme include thorough research, acquisition of knowledge on tourism management and sustainable tourism development in conjunction with heritage, environment and society, development of analytical and critical thinking skills on sustainable tourism development issues and practices, as well as preparation for doctoral studies.

### **Characteristics - Structure**

The I.I.I.P.P.S. «Sustainable Tourism Development: Heritage, Environment, Society» is a full-time Programme made up of two (2) academic semesters. Theoretical courses and seminars, lectures, elaboration of a Master's Thesis and implementation of an Internship or Empirical Project are provided.

The I.I.I.P.P.S. offers a range of compensatory activities for its students such as awards, scholarships, seminars and educational exercises as well as field activities in museums, institutions and entities associated to culture. Additionally, the I.I.I.P.P.S. organizes conferences-workshops where students can participate free of charge, educational excursions, visits to places related to tourism as well as museums or other cultural sites.

### **Administrative Bodies**

The Department of Economics and Sustainable Development of Harokopio University of Athens is in charge of the administrative support of the Programme regarding the activities that take place in the Greek territory. As regards the activities that are carried out in France, the Université Paris 1 is in charge.

The competent bodies for the organization and operation of the I.I.I.P.P.S. within Harokopio University of Athens, according to Law 4957/2022 and the Implementation Agreement among the cooperating Institutions, are as follows:

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- [1] **The Senate of Harokopio University of Athens**, which decides on any academic, administrative, organizational and financial issue related to Postgraduate Studies.
- [2] **The Postgraduate Studies Committee** which is composed of one (1) member of the Teaching and Research Staff of each School of Harokopio University of Athens, one (1) member of the category of Special Teaching Staff or Laboratory Teaching Staff or Technical Assistants and Laboratory Staff and the Vice Rector of Academic Affairs and Quality Assurance, acting as President. It is responsible, among other issues, for the assessment of the establishment of new Postgraduate Programmes or the modification of the existing ones.
- [3] **The Curriculum Committee (C.C.) of the I.I.I.P.P.S.**, which is in charge of the appointment of the members of the Coordinating Committee of the Programme, the establishment of Committees responsible for the selection or examination of postgraduate students, the distribution of teaching workload among the instructors of the I.I.I.P.P.S., the identification of the successful completion of courses to award the Postgraduate Degree to students, as well as for any other issue referred to in the applicable provisions. The Curriculum Committee consists of seven members of the Teaching and Research Staff of the cooperating Departments and is constituted by decision of the Senate of the leading Institution for a two-year term, upon the suggestions of the Assemblies of the cooperating Departments or competent bodies of the collaborating Institutions. The exact number of members of the Curriculum Committee and the representation of each collaborating Department or Institution, whether national or foreign, shall be specified in the Implementation Agreement of the collaborating Institutions. The chairmanship of the C.C. will be held by the two co-directors of the Program, members of the C.C. one of whom belongs to Harokopio University of Athens and the other to IREST of Paris 1.
- [4] **The Coordinating Committee of the I.I.I.P.P.S.**, which is in charge of the monitoring and coordination of the operation of the Programme, as well as the drafting of suggestions/proposals regarding the I.I.I.P.P.S., in accordance with the Implementation Agreement and the legislation in force. The Coordinating Committee consists of five (5) members of the C.C.: two (2) professors/researchers from Paris 1, two (2) members of the Teaching and Research Staff of Harokopio University of Athens and one (1) member of the Teaching and Research Staff of the University of the Aegean, who specialize in topics relevant to the I.I.I.P.P.S. and undertake teaching assignments in it. The Coordinating Committee is formed by decision of the C.C. for a two-year term, in which the two (2) co directors and three (3) of the members of the C.C. must participate.
- [5] **The Director of the I.I.I.P.P.S.:** The Direction of the Master is ensured by the two co-directors, members of the C.C. and Coordinating Committee, one of whom represents the Harokopio University of Athens and shall be the Administrative Director, the other the University of Paris 1. The two co-directors are in charge of the organizational and operational management of the I.I.I.P.P.S. They make suggestions both in the Coordinating Committee as well as in C.C. on any issue related to the effective operation and qualitative improvement of the Programme. The co-director from Harokopio University of Athens is the Administrative Director of the Programme

and at the same time the "Scientific Responsible" of the Project/Programme (article 234 of Law 4957/2022), who is in charge of financial matters specific to the management of the double degree located in Harokopio University of Athens. He/she is also responsible for drafting the budget and the assessment report of the I.I.I.P.P.S., which he/she submits to the competent bodies, signing agreements to meet the needs of the Programme, monitoring the implementation of the budget and issuing payment orders related to the expenses of the I.I.I.P.P.S. The co-directors of the I.I.I.P.P.S. are members of the Coordinating Committee and appointed by decision of the C.C., for a two-year term, subject to unrestricted renewal. The two co-directors preside the Coordinating Committee, are members of the Teaching and Researching Staff with priority from the rank of Professor or Associate Professor and their field of expertise is the same or similar with that of the I.I.I.P.P.S.: "Sustainable Tourism Development: Heritage, Environment, Society". The term and responsibilities of the co-directors of the I.I.I.P.P.S. shall conform to the provisions of the applicable law and of the Implementation Agreement among the cooperating Institutions.

- [6] **Student Selection Committee (S.S.C.)** The setting up of a Committee in charge of the evaluation of candidate students as well as of the preparation and submission of the evaluation report to the C.C., according to the criteria set forth in the present Regulation, is provided. The S.S.C. is defined by the C.C. and consists of two (2) representatives of Harokopio University of Athens and two (2) representatives of Paris 1/IREST.

#### **Rules of operation - Administrative, technical and financial support of the I.I.I.P.P.S.**

The I.I.I.P.P.S. "Sustainable Tourism Development: Heritage, Environment, Society" is part of the strategic planning of Harokopio University of Athens, as referred to in the current legislation and the Constitution and the Internal Regulation of the Institution. It aims to promote knowledge and research development as well as to meet the educational, research and development needs of the country. It is scientifically coherent, it refers to specializations related to the scientific fields of the Undergraduate Studies of the Department of Economics and Sustainable Development and to those of the collaborating institutions, and it meets all conditions that guarantee high-quality studies. The I.I.I.P.P.S. is carried out by the Department of Economics and Sustainable Development. The Department supports scientifically and technically the I.I.I.P.P.S. with its members of Teaching and Research Staff, Specialized Educational Staff, Laboratory Teaching Staff and Specialized Technical Laboratory Staff. In addition, the Department provides modern classrooms and fully equipped computer labs, which can effectively support the operation of the I.I.I.P.P.S.

The funding of the I.I.I.P.P.S. "Sustainable Tourism Development: Heritage, Environment, Society" may originate from:

- [1] Tuition fees,
- [2] donations, sponsorships and financial support in general,
- [3] endowments,
- [4] funds from research projects or programmes,
- [5] Harokopio University's own resources; and
- [6] the State budget or the public investment programme

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Part of the operational expenses of the I.I.I.P.P.S. is covered by the tuition fees. The decision of the Senate of Harokopio University of Athens defines the amount of the tuition fees to be paid annually by the postgraduate students upon their enrollment at the I.I.I.P.P.S., according to the Implementation Agreement.

The financial management of the revenues deriving from the postgraduate students of the I.I.I.P.P.S. is carried out by the Special Accounts for Research Grants (S.A.R.G.) of the Institution. Seventy per cent (70%) of the total revenue covers the operational costs of the Programme related to teaching, administrative and technical support, transportation, equipment, software, consumables, scholarships to postgraduate students and other expenses. Thirty per cent (30%) of the total revenue is deducted by S.A.R.G. for the financial management of the Postgraduate Programmes, as well as for the coverage of the research, educational and operational needs of the Institution, with priority in meeting the needs of the Postgraduate Programmes of Harokopio University of Athens that operate without tuition fees.

The operating rules of the Programme also apply to what is provided in the Implementation Agreement among the three Universities, insofar as they do not contradict the current legislation.

#### **Number of postgraduate students**

The total number of postgraduate students accepted in the I.I.I.P.P.S. "Sustainable Tourism Development: Heritage, Environment, Society" is set during the approval of its operation, according to the Implementation Agreement and after assessment of:

- [1] the ability of the scientific personnel of the cooperating institutions to effectively support the Programme,
- [2] the educational obligations of the scientific and teaching staff concerning the satisfactory conduct of the undergraduate educational programs,
- [3] the logistics of the Department of Economics and Sustainable Development,
- [4] the needs on specialized scientific personnel in the field of sustainable tourism development.

The total number of entrants in the I.I.I.P.P.S. is referred to in the Implementation Agreement and shall not exceed the number of incoming undergraduate students of the Department of Economics and Sustainable Development. On that basis and in order to ensure the high quality of all cycles of study of the Department, the maximum number of postgraduate students of the I.I.I.P.P.S. is set at a maximum of sixty (60) students per year.

#### **Admission and selection procedure of postgraduate students**

The I.I.I.P.P.S. is open for applications to graduates of the Department of Economics and Sustainable Development of Harokopio University of Athens, graduates of Business Administration, Cultural Management, Economics and other Departments of Greek Universities related to the fields of study of the I.I.I.P.P.S. as well as Departments from accredited foreign universities. Additionally, graduates of Technological Educational Institutes (TEI) related to the subject of the I.I.I.P.P.S., as well as holders of Degrees and diplomas as referred to in the Implementation Agreement are also accepted.

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Each academic year, during the spring semester, i.e., six (6) months before the beginning of the I.I.I.P.P.S., the C.C. makes a call for expression of interest for admission at the I.I.I.P.P.S.: "Sustainable Tourism Development: Heritage, Environment, Society".

That call includes:

- [1] the title of the I.I.I.P.P.S. that will receive postgraduate students,
- [2] the conditions for the participation of candidate students in the selection procedure,
- [3] the required skills of candidate,
- [4] the necessary supporting documents to be submitted,
- [5] the deadlines and the precise procedure for the submission of all supporting documents.

The call is published in the daily press and on the website of Harokopio University of Athens and is notified to the Ministries concerned, legal entities of Public Law or legal entities of Private Law, as well as their supervising bodies.

The applications of candidates shall be accompanied by the following supporting documents:

- [1] an application form, fulfilled and signed by the candidate (the form is available at the Secretariat of I.I.I.P.P.S. and is posted on the corresponding website of the Department),
- [2] a two-sided copy of the candidate's ID,
- [3] a detailed curriculum vitae,
- [4] a copy of the candidate's first cycle degree from a higher education institution in Greece or an equivalent degree from abroad, which is included in the National Registry of Foreign Recognized Academic Title Types and has been issued by a foreign institution included in the National Registry of Foreign Recognized Higher Education Institutes of Foreign Countries other than France (French national diploma conferring the grade of Master 1). The relevant recognition may be decided even after the enrollment of the candidate in the I.I.I.P.P.S., but definitely before the completion of his/her studies and the award of the Postgraduate Degree.
- [5] Certificate of studies with a Transcript of Records (TOR) of all undergraduate courses and the bachelor's thesis (if carried out),
- [6] other copies of University or Technological Educational Institute Degrees (if any),
- [7] copies of postgraduate Degrees (if any),
- [8] certified copies of language certificates,
- [9] copies of certificates of attendance of educational or training programs (if any),
- [10] certificate of professional experience related to the subject of the I.I.I.P.P.S. (if any),
- [11] letters of recommendation (with the name, title, position, address and telephone of the author; at least one out of two letters of recommendation may be written by an academic professor),
- [12] any additional certificate deemed important by the candidate for the evaluation of his/her candidacy.

Applications not accompanied by the necessary certificates and other supporting documents are not taken into account during the selection procedure. The applications and supporting documents of the candidates are submitted electronically through the special

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web portal: <https://application.hua.gr/>, or via the corresponding portal of the University Paris 1 Panthéon-Sorbonne and are assessed by the S.S.C., which is responsible for the preparation and the submission of the assessment report of candidates to the C.C. for their admission to the I.I.I.P.P.S.

The S.S.C. is responsible for:

- [1] reviewing the validity of applications,
- [2] reviewing and assessing all certificates submitted,
- [3] reviewing language proficiency. A language proficiency of at least a B2 level is required and it can be certified either by a National Foreign Language Certificate or by another Foreign Language Certificate of the same level. The holders of undergraduate or Postgraduate Degrees awarded by foreign Higher Education Institutions recognized by the Hellenic NARIC are excluded from this obligation.
- [4] preparing the schedule for the oral interviews of candidates, which is announced on the website of the I.I.I.P.P.S.,
- [5] organizing and conducting interviews,
- [6] ranking candidates in order of success, taking into account the assessment results and the qualifications of candidates.

### **Criteria for the selection of postgraduate students**

The I.I.I.P.P.S.: "Sustainable Tourism Development: Heritage, Environment, Society" is addressed to high-level students who are selected on the basis of the following criteria:

- [1] **Credit points allocation of candidates' certified qualifications:** Bachelor's Degree grade, relevance of undergraduate studies, bachelor's thesis, second Bachelor's Degree, English language certificate, certificate in foreign languages other than English, PhD Degree, Postgraduate Degree, attendance of relevant educational or training programs, professional activity in the field of tourism or in cultural institutions, publications in scientific journals or conference proceedings with review committee, other related work, certified P/C knowledge, recommendation letters.
- [2] **Personal interview.**

The aforementioned assessment criteria may be different following a decision of the C.C. taken before the publication of the call for expression of interest.

Based on the above, the S.S.C. submits its proposals (rank order) to the C.C. for approval and ratification. Candidates who are successful in the selection procedure are notified by the Secretariat and the enrollment of them is completed at least fifteen (15) days before the beginning of the Programme.

### **COURSE ATTENDANCE**

#### **Registration**

The student status is obtained after the enrollment of students in the I.I.I.P.P.S., which is compulsory. Students are registered both in Harokopio University of Athens and Paris 1.

The registration at Harokopio University of Athens shall be made before the deadline, as depicted in the calendar of the I.I.I.P.P.S. published on its website. Violation of the registration deadline means that the student will not be able to attend classes in the current semester. In this case, and in order to continue his/her studies a decision is required to be taken by the C.C. The registration is carried out with a student's signed application to the Secretariat of the I.I.I.P.P.S., since the academic and financial requirements of the Programme are fulfilled.

Registration in Paris 1 takes place on a date set by Paris 1 and announced by the Secretariat of the I.I.I.P.P.S. In case a student does not complete his/her studies in the minimum period of study from the date of registration, re-registration in Paris 1 is required, according to the provisions of the section "Duration of studies".

Each postgraduate student, upon his/her enrollment in the Programme, accepts:

- [1] the operating rules of the I.I.I.P.P.S. as referred to in the present Regulation of Studies, concerning the conditions of attendance in the Programme and recognizes the right of C.C. to decide upon his/her deletion in case of failure to comply with the above-mentioned rules or in case of their violation,
- [2] all assignments delivered by the instructors of the Programme as well as the teaching and grading methods of each instructor during the course,
- [3] the timetable of courses and examinations, mandatory activities that are necessary for the operation of the Programme, as well as any change in the timetable that may arise due to holidays, professors' impediments or any other unforeseen factors.

### **Duration of studies**

The duration of studies for the award of a Postgraduate Degree (Master's Degree) is set at one (1) year (two (2) academic semesters - minimum duration of studies), which is provided for the instruction of courses and for the elaboration and completion of the Master's Thesis.

The maximum time needed for the award of a Master's Degree should not exceed one (1) additional academic semester, in addition to the minimum length of studies; this extension may be given either for writing the Master's Thesis or for attending courses and sitting for the examination. In case of extension of the maximum period of studies, the student is deleted following a decision of the C.C. For serious reasons and upon a student's request - accompanied by the relevant documents – the C.C. may accept the extension of studies for only one (1) additional semester. In this case, the student must complete his/her studies successfully within the time set, otherwise, after the expiration of that period, the student is deleted from the I.I.I.P.P.S. following a decision of the C.C. Finally, in exceptional cases, the student may re-attend the I.I.I.P.P.S. after a decision made by the C.C., in accordance to the Implementation Agreement.

It is highlighted that in case a student does not complete his/her studies in the minimum period of studies (two academic semesters), re-registration in Paris 1 and payment of a re-registration fee is required.



### **Rules of attendance**

All courses last six months and are mandatory, each class lasts three hours and courses are offered either during the winter or spring semester. Their completion is followed by an examination period.

The teaching of the courses takes place face-to-face. Synchronous distance learning methods may also be used in cases where it is not possible for the lecturers or part of the students to be transferred, in a percentage that in no case will exceed thirty per cent (30%) (Article 48 of the Regulation of Studies of Harokopio University of Athens). The means and methods of distance learning are based on the Institution's infrastructure and are supported by the Institution's e-Government Centre, as described in the Distance Learning Regulation of Harokopio University of Athens.

All courses obligations, such as writing, presenting and assigning essays, shall be fully completed within the semester and until the end of the examination period.

English is the official language of the I.I.I.P.P.S. The supporting scientific material of all courses is also provided in English. A postgraduate student who has not completed 75% of the attendance hours of each course is not eligible to take the exam and has to re-attend the course in order to sit for an examination.

The timetable of attendance and examination in the context of courses and activities is announced by the Secretariat of the I.I.I.P.P.S. at the beginning of each academic semester. The timetable may be modified in special cases, for example holidays, unexpected professors' absenteeism or other teaching needs.

### **Rescheduled classes of lectures**

If a course is postponed, it will be rescheduled after an arrangement among the instructor, the students, and the Secretariat of the I.I.I.P.P.S. The timing and specifics of the rescheduled course will be announced by the Postgraduate Programme Secretariat. Rescheduled classes of lectures may take place at the end of the academic semester before the examination period.

### **Temporary suspension of studies**

Each postgraduate student has the right to apply once for permission to suspend his/her studies at the I.I.I.P.P.S., upon his/her justified request to the C.C. The suspension may last no longer than one (1) academic year. The time of suspension of studies at the I.I.I.P.P.S. is not calculated in case of exceeding the duration of studies. In case of suspension, the postgraduate student does not pay any additional tuition fees. After the end of the suspension period, the student is required to attend all courses, in which he/she had not been successfully evaluated before the suspension of his/her studies.

### **Exemption from tuition fees**

Students' admission to the I.I.I.P.P.S. is independent of their financial condition, which is by no means, a reason for non-selection in the I.I.I.P.P.S.. Students who meet the financial or social criteria of article 86 of Law No. 4957/2022 are exempted from tuition fees (see section "Tuition Fees"). A prerequisite for the granting of the right to free tuition

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is the completion of excellence requirements during the first cycle of studies, which corresponds at least to the possession of a grade equal to or higher than seven and a half with an excellent grade out of ten (7.5/10), if the assessment of the basic degree presented for admission to the I.I.I.P.P.S. has been carried out in accordance with the ten-point scale of a higher education institution in the country. Otherwise, this criterion is applied proportionally in accordance with the relevant assessment scale if the degree presented was awarded by a foreign institution.

The number of students that falls under this exemption does not exceed 30% of the total number of students enrolled in the I.I.I.P.P.S.: "Sustainable Tourism Development: Heritage, Environment, Society". If the number of beneficiaries exceeds this percentage, they are selected in descending order until the number is reached. The leading Department appoints a committee to examine applications for exemption from tuition fees for postgraduate students, which considers the prerequisites and criteria of article 86 of Law No. 4957/2022 and submits a reasoned recommendation to the C.C., which decides on the approval or rejection of the application. The application for fee exemption is submitted after the completion of the selection procedure of the students of the I.I.I.P.P.S. Those who receive a scholarship from another source or who have already been exempted in another Postgraduate Programme where they are attending or have attended in the past, are not entitled to a new exemption.

### **Students with Special Educational Needs**

Students with special educational needs are supported throughout their studies at the I.I.I.P.P.S. by the Secretariat, the Consultant Professor for Students with Special Educational Needs and the Student Counseling Center of Harokopio University of Athens. When enrolling at the I.I.I.P.P.S., the postgraduate students record their special educational needs (e.g. mobility or learning difficulties, vision or hearing loss, health problems, etc.) in a special form provided by the Secretariat of the I.I.I.P.P.S. This information shall be forwarded to the co-directors of the I.I.I.P.P.S. and appropriate adaptations shall be approved by C.C. upon recommendation of the Consultant Professor for Students with Special Educational Needs, in collaboration with the Student Counseling Center; these adaptations concern access to University premises, use of the e-learning platform of the University, library services and of recommended course books, as well as access to AMELib (Accessible Multi-modal Electronic Library) and other services of the University, attendance and participation in courses and other activities of the I.I.I.P.P.S., evaluation and examination of a student and everything else related to his/her unhampered attendance.

### **Curriculum**

The course syllabi of the I.I.I.P.P.S. are provided in its Study Guide approved by decision of the C.C. The Regulation of Studies, the Curriculum, the course syllabi in accordance with the European Credit Transfer and Accumulation System (ECTS), all postgraduate students' obligations, as well as all information/announcements concerning their studies are published on the website of the I.I.I.P.P.S..

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There is a web page for all I.I.I.P.P.S. courses on the e-learning platform of Harokopio University of Athens (e-class). The e-class of each course contains the course syllabus that offers information about the course content, learning outcomes, teaching, and learning methods, forms and criteria for the evaluation of students' performance and indicative bibliography. Additionally, the e-class contains information on the Programme and the content of course modules, the conditions for its successful completion, instructions for assignments, students' participation in other research or educational activities, material of lectures and essays as well as other students supporting material. Finally, on the e-class of each course announcements are posted regarding the organization of the course or other important information according to the judgment of its instructor.

In order to be awarded the Postgraduate Degree, postgraduate students have to accumulate sixty (60) credits (ECTS), divided into two (2) academic semesters, ten (10) of which correspond to the Master's Thesis.

The Coordinating Committee may propose to the C.C. modifications in the Curriculum and in teaching methods, according to the Implementation Agreement.

More specifically, the courses offered per semester and the corresponding credits are as follows:

<b>CURRICULUM</b>		
<b>α/α</b>	<b>1<sup>st</sup> Semester</b>	<b>ECTS</b>
1	Geography of Tourism	5
2	Economics of Tourism	5
3	Research Methods	5
4	Heritage and Cultural Tourism	5
5	Heritage Management	5
6	Heritage Marketing	5
<b>Total amount of ECTS for the 1<sup>st</sup> Semester</b>		<b>30 ECTS</b>

<b>α/α</b>	<b>2<sup>nd</sup> Semester</b>	<b>ECTS</b>
1	Tourism Development Plans	5
2	Destination Management	5
3	Sustainable Tourism	5
4	Empirical Project <i>or</i> Internship	5
5	Thesis	10
<b>Total amount of ECTS for the 2<sup>nd</sup> Semester</b>		<b>30 ECTS</b>

<b>Total amount of ECTS</b>	<b>60</b>
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### **Empirical Project/ Internship**

During the second (2nd) semester of studies, the students of I.I.I.P.P.S. carry out an Internship in tourism and/or cultural institutions and enterprises. The Internship aims to develop and cultivate specialized knowledge and skills related to tourism management and sustainable tourism development, in conjunction with heritage, environment and society. The Internship may last from six (6) to twelve (12) weeks.

Instead of completing an Internship, students have the possibility to do an Empirical Project attending lectures related to the scientific fields of Tourism and Culture, organized by the Programme.

The Empirical Project/ Internship corresponds to one (1) course and is compulsory. In the context of the Empirical Project/ Internship, students are evaluated. The evaluation criteria and methods are announced to the students at the beginning of the corresponding semester in which the Empirical Project/ Internship takes place, and they are uploaded to the e-learning platform (e-class) of the corresponding course, as well as in the Regulation of Internship.

### **Evaluation of students' performance**

The evaluation of students is carried out through written and/or oral examinations and/or assignments. At the beginning of each semester, course leaders inform students about the criteria and methods of evaluation and grading which are also described in detail on the course page of the e-learning platform of Harokopio University of Athens.

Evaluation and grading in each course is sole responsibility of the course leader. The course performance is evaluated by a grading scale from 0 to 10. The degree can be an integer or a decimal that is rounded to the nearest half unit. Six (06) is the minimum successful score.

A student fails a course when: (a) his/her final course grade is less than six (06), (b) he/she has not completed his/her course obligations during the semester when the corresponding course was offered, and (c) he/she does not take the course examination. It is highlighted that if plagiarism is identified in a student's assignment, the assignment receives a zero.

There are three (3) examination periods: in February, in June and in September. During these periods classes do not take place. The examination topics of each course are determined by the Professor(s) in charge of the course. Written examinations may in no case last more than three (3) hours. The examination is conducted under the responsibility of the professor in charge of the course who remains at the University throughout its conduct.

During the examination, cheating from books, notes, another student's paper, using electronic media (such as mobile phones, computers, etc.), collaborating with other students, or hindering the smooth conduct of an examination leads to a zero grade. The incident will be noted on the exam paper by the invigilator who will also sign it with his/her initials and subsequently, the incident will be referred to the C.C.

Within ten (10) days of the examination of a course, the examiner announces the grades on the e-class as well as the day and time when students can see their exam papers. Within fifteen (15) days after the course examination, the course leader submits and

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finalizes, through the electronic system of the Secretariat, the grades of the course. Then, through the students' portal of the same system, the grades become public to the students.

In cases where the final evaluation of a student's performance in a course depends or/and on other additional activities (e.g., submission and/or presentation of assignments, courses and/or seminar attendance, etc.), the student has to successfully complete all the assigned activities, until the examination period, in order to get his/her final grade for that course.

In case a postgraduate student fails the examination, he/she can re-sit the exam in September of the same calendar year, deliver any pending essay or fulfill any other activities assigned by the instructor and related to the final evaluation. If he/she fails to fulfill all the above-mentioned obligations in the scheduled time, his/her participation in this course is considered unsuccessful.

If a postgraduate student also fails during the re-examination in September, he/she is therefore deemed to have failed to complete the Programme according to the Regulation of the I.I.I.P.P.S., and he/she can apply to be examined by a Three-Member Committee consisted of members of the Teaching and Research staff/researchers from collaborating institutions, specialized in the same or related area as the area under examination; the Three-Member Committee is appointed by the C.C. The course leader is exempted from the Committee. The Committee has to decide upon the student's re-examination process. The examination by the Committee shall take place within three (3) months after the date of submission of the student's application for re-examination. If the student fails the examination held by the Three-Member Committee, the C.C. may decide on a case-by-case basis after considering the student's overall performance, either to allow him/her to re-attend the course or to delete him/her from the I.I.I.P.P.S.

In case the student does not apply for the appointment of a Three-Member committee, the C.C. may decide on a case-by-case basis after taking into consideration the overall performance of the student, the re-attendance of the course by the student.

A student who has attended less than 75% of the total duration of the course has to re-attend the course, and also re-take over the assignments or other activities required by the instructor. If he/she fails to comply with the above mentioned, after the expiration of the statutory time period, the issue is referred to the Coordinating Committee of the I.I.I.P.P.S., which suggests a student's permanent deletion from the register of the I.I.I.P.P.S.

If a postgraduate student has been diagnosed with special educational needs, appropriate adjustments are carried out in his/her evaluation procedure (e.g., provision of additional time, intermission, etc.) in order to ensure the conditions for an equal participation. These adjustments are approved by the co-Directors of the I.I.I.P.P.S. and the C.C. It is outlined that these adjustments are designed in a way that guarantees that the characteristics of the examination procedure followed for the rest of the students will not be altered.

The final grade of the P.P.S. is calculated based on the grades that a student has received in all courses of the Curriculum and in his/her Master's Thesis, according to their respective weight ratios. More precisely, the final grade is the sum of a student's average score in courses multiplied by the coefficient 0.6 and the average grade in the Master's Thesis multiplied by the coefficient 0.4. The final grade is derived by approximation to the second decimal point and is characterized on the basis of the following grading scale:

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- Excellent: 10.0 to 8.45
- Very good: 8.44 to 6.95
- Good: 6.94 to 6.0

### **Master's Thesis**

A Master's Thesis is required in order to complete the studies of the I.I.I.P.P.S.: "Sustainable Tourism Development: Heritage, Environment, Society".

Before taking over the Master's Thesis, a student shall have successfully completed all compulsory courses of the winter semester, with the exemption of two (2) at most.

The Master's Thesis is submitted and graded after the completion of all learning and financial obligations of the students. The Master's Thesis corresponds to ten (10) Credits (ECTS), which represent a workload of two (2) full-time courses.

The maximum number of Master's Thesis that each instructor can supervise per academic year of the I.I.I.P.P.S. is set to three (3). The relevant decision is taken by the C.C.

At the beginning of the spring semester and within a time period that is announced by the Secretariat, students submit electronically to the Secretariat of the I.I.I.P.P.S. a proposal with the subject of their Master's Thesis, following communication and consultation with their instructors and after having received their assent. The Secretariat of the I.I.I.P.P.S., communicates the list of declared Master's Thesis topics to the instructors to examine all topics that concern them and to suggest two additional instructors in order to set up the Three-Member Examining Committee for the evaluation of the Master's Thesis. The topics of Master's Thesis, as well as the Three-Member Examining Committees are announced and approved by the C.C. and notified to the students by the Secretariat.

In addition to the supervisor, the following instructors of I.I.I.P.P.S. can participate in the Three-Member Examining Committee:

- [1] members of Teaching and Research University staff/researchers of the cooperating institutions,
- [2] researchers of A, B or C grade of recognized Research Centers or Institutions in Greece or abroad, since they hold a PhD Degree and their work is scientifically recognized,
- [3] members of Laboratory Teaching Staff of the cooperating Departments,
- [4] instructors holding a PhD Degree.

Generally, a supervising professor systematically monitors the progress of the elaboration and completion of a student's Master's Thesis and guides him/her with specific remarks, comments, suggestions and corrections in order to achieve a result of better quality. If a student does not cooperate consistently with the supervisor, the latter may apply to the Secretariat of the I.I.I.P.P.S. for termination of his/her cooperation with that student. In this case, the student shall find another supervising professor to collaborate with.

A student has to defend his/her Master's Thesis in front of the Examining Committee in order to get evaluated. The public defense of all Master's Thesis takes place three (3) times per year, at the end of examination periods. In order to organize the defense of the Master's Thesis, each student shall have previously consulted with his/her supervising teacher. After receiving the approval of the supervisor and informing the Secretariat about

the day and time of the Master's Thesis defense, the process may be launched. The Secretariat of the I.I.I.P.P.S. publicizes the event by releasing an electronic announcement to the academic community.

The public defense of the Master's Thesis lasts thirty (30) minutes and takes place on a scheduled day and time in the presence of the Three-Member Examining Committee, which submits to the Secretariat the final grade of the Thesis.

In case of rejection of the Master's Thesis, a new evaluation date is set, at least three (3) months after the first judgment. During this period the student has to make any corrections requested by the Three-Member Examining Committee.

In case of a new rejection of the Master's Thesis, the postgraduate student loses his/her student status and is expelled from the I.I.I.P.P.S. It is noted that only in case of severe health problems - and once the student has submitted the relevant document(s) - it is possible for the C.C. to approve an extension of one (1) additional academic semester for the student concerned. After the expiration of the above-mentioned extension and in case of unsuccessful completion and evaluation of the Master's Thesis, the postgraduate student loses his/her student status and is deleted from the I.I.I.P.P.S.

Following the successful public defense of the Master's Thesis the student has to submit his/her Thesis in electronic form to the Institutional Repository of the University Library. Students must follow the template created by the Library and the Information Center of the Institution in order to write their thesis. Instructions on how to write and submit the Thesis are provided by the Library during its user training seminars, and are also available on its website. The I.I.I.P.P.S. reserves the right to publish the Master's Thesis of students on the Department's website and / or on online accessible repositories of digital documents in which the Department participates.

The intellectual property rights deriving from the elaboration of a Master's Thesis belong jointly and equally to the postgraduate student, the supervisor, the cooperating Departments and IREST, unless otherwise provided, in case the research has been funded by research programs of the Institution. It is taken for granted that the Master's Thesis is an original work of the student, who submits it for review to the competent evaluation Committees of the I.I.I.P.P.S.

### **Qualitative criteria for the assessment of a Master's Thesis**

The assessment of the Master's Thesis is based on the following criteria:

- i. the completeness and quality of its content,
- ii. the level of understanding of a topic and corresponding to its requirements,
- iii. its position in relation to international literature,
- iv. the successful public defense and examination.

In particular, the Master's Thesis shall:

- [1] be bibliographically documented and methodologically accurate,
- [2] clearly outline its objectives and research questions,
- [3] be distinguished by expressive clarity and logical structure,
- [4] produce methodologically sound research findings and comparative conclusions with respect to those of the international scientific community,

- [5] be an interesting study for the academic community, with scientific proposals useful in the professional area of the author,
- [6] produce a scientific work to be published in reputable scientific journals and/or to be presented in international and national scientific conferences,
- [7] create scientific and research conditions for further study and research on the issue under negotiation.

### **Types of Master's Theses and Writing Guidelines**

The Master's Thesis is an individual work and constitutes an independent scientific and systematic approach and analysis of a topic, it is based on the available technology and existing literature and exploits the knowledge and skills acquired during the study period. More specifically, the Master's Thesis is a scientific endeavor of academic standards that offers the postgraduate student the opportunity to highlight and promote his/her scientific, writing and research skills, which he/she has developed during his/her studies at the I.I.I.P.P.S. under the guidance of his/her professors, in particular the supervising professor and the Three-Member Examining Committee.

The Master's Thesis shall be written in English, including an extensive abstract in Greek.

The Master's Thesis, depending on the researcher's scientific questions and on the research methodology to be followed, may belong to one of the following categories:

- [1] **Literature review.** It focuses on a research question with the view to critical analysis, evaluation, collection and synthesis of high-quality published research findings and arguments related to this question. The process of designing and completing a literature review requires a series of complex cognitive processes and skills such as understanding, implementation, analysis, evaluation, synthesis and creative-critical thinking. Key qualitative characteristics of this type of Master's Thesis are the definition of the purpose and scope of the review, the definition of bibliographic research procedures and sources (e.g., basic terms of literature research, online scientific databases), as well as studies related to the purpose of the review, the assessment of the relevance of published researches to the research question under study, the collection, the synthesis and the discussion of the results, the formulation of proposals for further research. It is evident that Master's Thesis of this category that do not meet the above qualitative criteria and are limited only to descriptive collection of literature and/or research data are not accepted for examination.
- [2] **Empirical research.** This type of Master's Thesis aims to answer research questions through thorough theoretical documentation and use of quantitative or qualitative or mixed methodological research design. The process of designing and completing an empirical research involves an understanding of the parameters associated with it, such as the perception of reality, the objective, the study of the phenomenon under consideration, the sample, the form and the analysis of data, the creative stage of the research, the role of participants, the degree of researcher's involvement in the results, the process of conducting research and its maximum contribution. Key qualitative criteria of this category of Master's Thesis are the



existence of theoretical documentation, the formulation of a research purpose, the description of the data collection method, the reliability of research tools, the presentation and discussion of results and the contribution of the research to science.

The Master's Thesis shall meet the basic rules of presentation of a scientific article. Detailed information about the structure and the final form of the Thesis can be found on the website of the Library of Harokopio University of Athens.

### **Grading scale of a Master's Thesis**

The grade of the Master's Thesis is the average of the grades of the three (3) examiners and is an integer or decimal number that is rounded to the nearest half unit. The scores of the three (3) examiners are integers or decimals rounded to the nearest half unit. The examination is successful if the final grade is higher than or equal to six (6).

In particular, the grading scale for the evaluation of a Master's Thesis is as follows:

- **09 to 10:** Excellent work with scientifically sound theoretical background, sufficient literature, methodological excellence, interesting research findings and elements of originality. It fulfills the requirements for an immediate publication in a reputable Greek or foreign scientific journal or a presentation in a Greek or international scientific conference.
- **07 to 08:** Good or even very good work of high quality with satisfactory literature documentation, methodological adequacy, interesting research findings. It could be published on a Greek or foreign scientific journal or be presented at a Greek or international scientific conference with additional literature documentation and, possibly, further research.
- **06:** Work of average quality. Although it shows scientific foundation, it presents structural deficiencies and/or deficiencies in form, literature gaps and methodological limitations. Consequently, the Thesis covers to a moderate extent the requirements of a publishable scientific work.
- **<06:** Work of unsatisfactory quality with problems in literature documentation and methodological approach. It presents structural gaps, poor conceptual coherence and ambiguity or deficiencies in its research findings. An additional, thorough and substantial processing is required, as well as its re-submission for re-evaluation by the Three-Member Examining Committee.

Upon completion of the examination, the Three-Member Examining Committee convenes to decide whether:

- [1] The candidate may immediately obtain his/her Degree certificate without need for any corrective feedback.
- [2] The candidate may obtain his/her Degree certificate after following the limited corrections-improvement proposals indicated by the Three-Member Examining Committee.
- [3] The candidate may obtain his/her Degree certificate provided that he/she will firstly proceed to all extensive changes – corrections, suggested by the Three-Member

Examining Committee concerning his/her Thesis and that he/she will get the assent and final approval of all members of the Three-Member Examining Committee.

- [4] The candidate may not immediately obtain his/her Degree certificate, as he/she will have to resubmit his/her Thesis during the next examination period in order to re-defend it before the Three-Member Examining Committee. In case of rejection of the Master's Thesis, a new date of examination is set by the Examining Committee.

### **Plagiarism**

Plagiarism when writing a scientific work, such as a Master's Thesis, is a serious moral and legal misconduct. Plagiarism occurs in various forms, and mainly means copying phrases, opinions and ideas of other scholars-scientists without reference to their work and their names. It is a *moral misconduct* as the author arrogates other's literary material and presents it as his/her own by using in his/her own work set of phrases, ideas, suggestions, conclusions, research tools, figures etc. It is also a serious *legal misconduct* because it is an intellectual property theft, which results in severe criminal sanctions if detected. The student with his/her *signed solemn declaration*, which will be embedded at the beginning of the Master's Thesis, certifies that the work he/she has submitted for examination is exclusively written by him/her and that he/she fully assumes all the consequences of law if it is proved, over time, that his/her entire work or part of it does not belong to himself/herself but is the product of plagiarism of other's intellectual property. It is highlighted that in case of detection of plagiarism in a Master's Thesis, the Three-Member Examining Committee have to award a zero for the Master's Thesis. It is noted that faculty members of the Institution have access to the Turnitin plagiarism prevention software that enables them to perform a similarity check of Theses against the database of free and subscription sources and previous Theses/Dissertations.

### **Instructors – Course assignment**

The instructors of the I.I.I.P.P.S. are members of the Teaching and Research Staff, Special Teaching Staff, Laboratory Teaching Staff, Technical Assistants and Laboratory Staff, and Emeritus Professors or retired members of the Teaching and Research Staff of the participating or other Departments/Institutions as well as researchers of the IREST or instructors, according to the Article 83 of Law 4957/2022 (A' 141). All instructors must hold a PhD Degree unless they are specialized on a subject of exceptional and indisputable value for which it is not possible or usual to carry out a doctoral dissertation.

The C.C., upon a suggestion made by the co-directors of the Programme and the Coordinating Committee, assess the needs of the I.I.I.P.P.S. in teaching staff and assigns by decision the teaching work of the I.I.I.P.P.S. to the above-mentioned teaching staff categories.

For each course of the I.I.I.P.P.S. up to two (2) members of the Teaching and Research Staff or researchers are appointed as course leaders. A member of the Teaching and Research Staff of another University, apart from the cooperating ones, or an external partner may also become course leader.

As part of the teaching of a course, the instructor or co-instructors may exceptionally invite speakers to deliver up to two (2) seminars in total, provided that they have previously

informed the co-directors of the I.I.I.P.P.S. and they have approved the relevant request.

The specific terms and conditions for the provision of remuneration/compensation for all categories of instructors in the I.I.I.P.P.S. are determined in accordance with the Implementation Agreement and a decision of the C.C. at the beginning of each academic year.

### **Instructors' responsibilities**

Instructors of the I.I.I.P.P.S. have the obligation to:

- [1] Understand that basic principle of the Postgraduate Programme is to respect the personality of the prospective scientist without conditions and discriminations.
- [2] Defend the value and prestige of the scientific and research process, clearly defining each time the appropriate way to gain scientific knowledge.
- [3] Constantly broaden his/her horizons and be frequently informed on issues related to his/her scientific field in order to offer elaborated, interdisciplinary and up-to-date knowledge.
- [4] Be accessible and collaborative towards all postgraduate students and offer his/her knowledge and experience without discrimination.
- [5] Present a clear course plan, with instructions, bibliography, and an enriched agenda in line with international practice in order to provide a syllabus that adequately covers the scientific requirements of the subject.
- [6] Announce the results of examinations, assignments, laboratory exercises and other evaluations within fifteen (15) days from their completion and allow students to see their writings after the correction.
- [7] Have the ultimate responsibility for the selection of a research topic for each of the supervised postgraduate students and assist them to successfully complete the research independently of their own workload.
- [8] Inform the co-directors of the Programme in a timely manner if for any reason, he/she is unable to continue supervising a student, so that the supervision is assigned to another instructor.
- [9] Accept the evaluation procedures for any educational and research work introduced by the I.I.I.P.P.S.
- [10] Have time for personal communication with students and their support as an Academic Counselor (see Appendix I, "Operating Regulation of The Establishment of an Academic Counselor").

### **Course evaluation**

In order to ensure the quality and the improvement of the provided educational services, the postgraduate students complete course evaluations at the end of each semester.

Students fill out a course evaluation survey that consists of questions on the evaluation of the instructor/instructors of each course and the course itself. The survey questions are measured using statements based on responses to a 5-point Likert scale of 1 (not at all) to 5 (very much). The questionnaire is communicated to students before the

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completion of the course through a purpose-built platform and its completion is anonymous.

The Internal Evaluation Committee (OM.E.A. in Greek) of the Department of Economics and Sustainable Development is responsible for processing the questionnaire data and the results are communicated to the President of the Department, the co-directors of the I.I.I.P.P.S. and the instructors through codified sheets.

The co-directors of the I.I.I.P.P.S. and the C.C., in cooperation with the instructors, are in charge of recommending improvements in the provided educational services, where appropriate, according to students' evaluation.

The evaluation criteria for the scientific and teaching capacities of the instructors are as follows:

- [1] Punctuality in the time schedule of the course
- [2] Knowledge of the content of the course
- [3] Course organization and pacing
- [4] Linguistic clarity
- [5] Use of examples-Use of audiovisual materials while teaching
- [6] Provision of appropriate auxiliary training material
- [7] Linking the course with current research and scientific data
- [8] Excitement - Interest
- [9] Provision of feedback and guidance to students
- [10] Encouraging students' participation in the course
- [11] Degree of response to the needs and capacities of students
- [12] Collaboration with students

The postgraduate students evaluate the courses they attended during their Postgraduate Studies in the following areas:

- [1] Course content
- [2] Course structure
- [3] Course objectives
- [4] Benefits of the course
- [5] Course material
- [6] Course evaluation methods
- [7] Course recommended bibliography
- [8] Operation and organization of e-class
- [9] Acquired knowledge and skills

At the end of the term of the C.C., under the responsibility of the outgoing co-directors, a detailed report is drawn up on the research and educational work of the I.I.I.P.P.S., as well as on its other activities, with the aim of upgrading its level of studies, making better use of human resources, optimizing the existing infrastructure, and making socially beneficial use of the available I.I.I.P.P.S. resources. The report is submitted to all cooperating institutions.

The internal and external evaluation of the I.I.I.P.P.S. as well as its quality assurance and certification will be according to the applicable legislation.

Finally, for the overall improvement of the quality of the educational and administrative services provided, the I.I.I.P.P.S. applies specific stages for the management of student complaints and objections, as prescribed in the *Operating Regulation Mechanism for the Management of Complaints and Objections* approved by the C.C. of the I.I.I.P.P.S..

### **Tuition Fees**

The total tuition fees corresponding to each new student amount to four thousand five hundred (4,500) euros, payable in predetermined installments. The exact amount of the tuition fees for each year may be reviewed and decided by the C.C.

In particular, each new student pays to the Harokopio University of Athens the amount of 4,257 euros, of which the Harokopio University of Athens transfers to Paris 1 the amount of 757 euros corresponding to the administrative costs incurred by Paris 1 for the management of the double degree. This amount does not have the meaning of "tuition fees" of article 86 of Law 4957/2022, but is a separate amount paid to Paris 1 for its administrative process.

In addition, new students, as well as those who have not completed their studies in the minimum period of study (two academic semesters), pay directly to Paris 1 the amount corresponding to their annual registration or re-registration at Paris 1 (AUR: Annual University Registration fees) respectively. This amount is set by France at national level and is two hundred and forty-three (243) euros (for the year 2022), subject to change and paid directly by the students to Paris 1. The AUR fees do not have the meaning of "tuition fees" in Article 86 of Law 4957/2022, but are a separate amount paid directly to Paris 1 for the administrative and academic registration of students.

It should be noted that students who qualify under current legislation for exemption from tuition fees are not exempted from paying the above-mentioned Paris 1 administrative fees (€757), nor are they exempted from paying their registration/re-registration fees (AUR) to Paris 1. In any case, these exempted students cannot exceed the thirty percent (30%) of the total number of students enrolled in the I.I.I.P.P.S. (see section "Exemption from tuition fees").

The enrollment of students in the I.I.I.P.P.S. per semester will be ratified by the Secretariat, if students have previously settled their financial obligations and presented an original proof of their deposit to the Secretariat of the I.I.I.P.P.S. In special cases, the C.C. may defer the tuition fees, upon a student's request.

If the candidates cannot meet the conditions under which they have been accepted in the Programme or if they leave the Programme any time after the acceptance of their application, they are not entitled to claim reimbursement of the tuition fees already paid for their participation in the Programme. In any case of deletion of a postgraduate student any paid tuition fees shall not be refunded.

Exceptionally, students who have applied for an exemption from the tuition fees, but are not finally exempted, or are classified in excess of 30% of the total number of students admitted to the I.I.I.P.P.S. and entitled to an exemption, they have the right, if they don't wish to attend the I.I.I.P.P.S., to a refund of the amount paid for their participation in the Programme, upon their request for deletion and reimbursement. The deadline for submitting a request for deletion and reimbursement of the paid tuition fees is within ten (10) days after the announcement of the results of the beneficiaries of the exemption.

Before the assignment of the Master's Thesis, a student must have paid the tuition fees of the first semester.

Part of the tuition fees may be allocated for research and academic purposes that promote research and sciences addressed by the present Postgraduate Programme, for example scientific conferences, educational excursions, etc.

The Administrative Director of the I.I.I.P.P.S. is responsible for drafting the budget and the report of the Programme that he/she submits to the C.C., for monitoring the implementation of the budget as well as for issuing the payment orders of all relevant expenditures.

### **Scholarships - Compensatory actions by the I.I.I.P.P.S.**

The I.I.I.P.P.S. "Sustainable Tourism Development: Heritage, Environment, Society" may award, by decision of the Coordinating Committee, financial awards of compensatory nature that reach a total value up to 10,000 euro per cycle of studies to its graduates, based on the following academic criteria:

- [1] Overall average of grades: at least eight and forty-five centimetres (8.45) ("Excellent").
- [2] Master's Thesis grade: ten (10).

In the event of a tie, prizes will be awarded based on socioeconomic criteria.

Finally, the I.I.I.P.P. retains the right to adjust the financial parameters of its awards according to its financial capacities.

1. Free of charge participation in international and/or Panhellenic scientific conferences and workshops held at Harokopio University of Athens or at the cooperating Universities of the Aegean and Paris-1 Panthéon-Sorbonne, and (co-)organized by the I.I.I.P.P.S. The I.I.I.P.P.S. covers the financial cost for these participations. The students may attend for free these events and/or present, in collaboration with their instructor, research results obtained during their studies at the I.I.I.P.P.S.
2. Free visits to tourist, cultural and environmental sites, organizations and/or activities, for example tourist zones, archaeological sites, cultural sites, environmental programs of cultural awareness etc. aiming at creating a practical link between tourism and culture. The corresponding expenditures, e.g., tickets, lecturers, consumables etc. may be covered by the budget of the I.I.I.P.P.S.
3. Participation of students in educational excursions and cultural walks, with part of the expenses being covered by the budget of the I.I.I.P.P.S.
4. Free use of all research tools available in the infrastructures of the cooperating Universities, including access to library academic material, by the students during their studies for research purposes in order to complete the essays assigned to them.
5. Free provision of books for bibliographic documentation and study to students during their studies for research purposes in order to complete the essays assigned to them.
6. Provision of free individual, group and/or supervisory counseling by the Advisory Center of the University aiming at: (a) providing assistance and psychosocial support to students facing personal problems, adaptation problems in the academic environment as well as communication or relationship problems; b) the development and enhancement of students' learning skills; c) supporting students with special educational needs; d) counseling of foreign students; and e) vocational consultancy.

## **Erasmus Programme**

### ***Student Mobility for Studies***

The postgraduate students of the I.I.I.P.P.S. "Sustainable Tourism Development: Heritage, Environment, Society" could spend an integrated period of study in a partner Higher Education Institution within the framework of the Erasmus+ Student Mobility for Studies. Host Institutions are included in the list of foreign partner Institutions, which concerns the existing partnerships with the cooperating Departments.

A student of the I.I.I.P.P.S. cannot spend more than one (1) academic semester in a foreign University.

For students of the I.I.I.P.P.S. hosted at Universities abroad, all credits, period of study, successful attendance of courses and grades at the foreign host University are taken into account, transferred to and recognized by the home Institution, provided that these courses are part of an approved inter-institutional agreement program. The agreement programme regulates the recognition of credits.

The selection criteria for the candidate students are the following:

- [1] No prior participation in an Erasmus+ action concerning student mobility for studies.
- [2] If a student has participated in the Erasmus + Internship Mobility Program, the total duration of the completed Internship and the duration of the desired future study period shall not exceed twelve (12) months.
- [3] Academic performance.
- [4] Certificate of language competence of the language of instruction at the host Institution.

The participation of students with special educational needs in the Erasmus + Student Mobility for Studies is encouraged. The selection procedure and the necessary supporting documents are posted on the Website of Harokopio University of Athens and communicated to the students.

### ***Internship Mobility Programme***

The postgraduate students of the I.I.I.P.P.S. "Sustainable Tourism Development: Heritage, Environment, Society" participate in the Erasmus+ Internship Mobility Programme that takes place in host institutions from EU Member States and Partner Countries of the world that do not belong to the EU. The traineeship is conducted in public or private institutions (e.g., research institutes, tourism and cultural institutions and businesses, social enterprises, NGOs, vocational guidance providers, higher education institutions, etc.) and lasts two (2) to twelve (12) months. The maximum length of the Internship is defined by the Erasmus+ Committee of Harokopio University of Athens based on applications and funding.

Postgraduate students who have already participated in Erasmus+ student mobility for studies or Internship in the past are eligible for a new Internship if its duration is less than 12 months. Graduates of the I.I.I.P.P.S. may participate in Erasmus+ Internship activities since they had been selected during a year of their studies and if they complete their Internship within one (1) year after their graduation.

*INTERNAL REGULATION OF THE INTERNATIONAL, INTERINSTITUTIONAL AND INTERDEPARTMENTAL POSTGRADUATE PROGRAMME OF STUDIES (I.I.I.P.P.S.): "SUSTAINABLE TOURISM DEVELOPMENT: HERITAGE, ENVIRONMENT, SOCIETY"*

The selection criteria for the postgraduate students in order to participate in the Erasmus+ Internship Mobility Programme are as follows:

- [1] Students' academic performance (average grade).
- [2] Knowledge of foreign languages, particularly the one spoken in the host country.
- [3] Motivation letter for participating at the programme explaining the reasons for applying.
- [4] Student's curriculum vitae.
- [5] Participation in conferences, workshops, seminars of subjects related to the I.I.I.P.P.S.

The selection procedure and the necessary supporting documents are posted on the website of Harokopio University of Athens and communicated to the students.

### **Awarded Degree - Graduation Ceremony**

The I.I.I.P.P.S. awards two distinct Degrees: one from Paris 1 and one from Harokopio University of Athens and the University of the Aegean; its form, award, as well as the graduation ceremony are defined in the Implementation Agreement and the Regulation of Studies of Harokopio University of Athens.

### **Diploma Supplement**

Additional (non-compulsory) skills acquired by postgraduate students during their studies for which they have not received credits or recognition, are listed in the Diploma Supplement, as provided by the article 15 of Law 3374/2005 (A 189).

The Diploma Supplement also includes the following:

- [1] Additional courses, on top of the necessary courses required for the degree successfully attended by postgraduate students in foreign Universities during the Erasmus+ Student Mobility Program.
- [2] Non-compulsory Internship in a foreign institution via the Erasmus Placement Programs.

### **Miscellaneous**

The C.C is responsible for resolving issues not referred to in the present Regulation or requiring special treatment, as well as for any revision or amendment of the Regulation.



## **APPENDIX I**

### **OPERATING REGULATION OF THE ESTABLISHMENT OF AN ACADEMIC COUNSELOR**

#### **Aim**

The present Operating Regulation of The Establishment of an Academic Counselor in the International, Interinstitutional and Interdepartmental Postgraduate Programme of Studies (I.I.I.P.P.S.) entitled «Sustainable Tourism Development: Heritage, Environment, Society» is designed in order to contribute to the successful completion of studies and to improve the overall academic experience of students.

#### **Appointment of an Academic Counselor**

Academic Counselor responsibilities may be assigned to all teaching staff of the I.I.I.P.P.S. The assignment of responsibilities is made by decision of the Curriculum Committee of the I.I.I.P.P.S. An Academic Counselor is appointed for each new student no later than one (1) month after the start date of the course. The number of students of the I.I.I.P.P.S. shall be equally distributed among the instructors of the I.I.I.P.P.S. and the appointment shall be carried out in a random manner. The Academic Counselor appointed for each student remains the same until the completion of his/her studies. For the above appointment the student is informed by the Secretariat of the I.I.I.P.P.S.

#### **Responsibilities of the Academic Counselor**

The responsibilities of the Academic Counselor include, if needed:

- a) to inform students about the vision of the Postgraduate Programme, the professional skills and qualifications of the graduates of the Programme,
- b) the identification of students' needs and interests, the support of their aptitudes and skills,
- c) facilitating students' contacts with the services and bodies of the Institution, as well as informing them about the services provided by the Institution to students,
- d) the providing of information on the content of the courses, the use of the infrastructure of the I.I.I.P.P.S. laboratories, the ways of assessing the performance of the courses, the ways of studying, the bibliography,
- e) the advising on the choice of a topic for thesis or other work.

The role of the Academic Advisor is supportive and the final responsibility for their choices in matters of study lies with the students themselves.

The Academic Counselor collaborates, where necessary, with other units of the Institution (e.g. the "Aikaterini Maridaki-Kassotaki" Staff and Student Support Centre, the Career Office, etc.), in order to provide the most effective counseling to students.

*INTERNAL REGULATION OF THE INTERNATIONAL, INTERINSTITUTIONAL AND INTERDEPARTMENTAL POSTGRADUATE PROGRAMME OF STUDIES (I.I.I.P.P.S.): "SUSTAINABLE TOURISM DEVELOPMENT: HERITAGE, ENVIRONMENT, SOCIETY"*

**Communication between Academic Counselor and student - Counseling Meeting**

The Academic Counselor has a list of contact details of the students assigned to him/her.

The Counseling Meeting may be held at the request of the student or on the initiative of the Academic Counselor. Counseling Meetings are held in private, but may also be organized in groups, on issues of common interest to the students. The Counseling Meeting may be held face-to-face or by distance. The Academic Advisor shall ensure that he/she has at least one (1) Counseling Meeting per semester with each student assigned to him/her.

Following the Counseling Meeting, and in case issues concerning the general operation of the I.I.I.P.P.S. arise from it, the Academic Counselor prepares a short informative report which is submitted to the co-Directors of the I.I.I.P.P.S.

**Approval-Modification of the present Regulation**

The present Regulation is approved by the Curriculum Committee of the I.I.I.P.P.S. and may be supplemented, amended and revised by decision of the same Body.